

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Parish President.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Collects data to be used in making management decisions.

Develops a personnel recruitment and selection program in accordance with Federal EEOC standards in order to insure that the department can maintain a qualified staff. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Develops a report review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Compiles, organizes, and analyzes data needed and writes reports. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Directs the development of a public education program to meet identified community needs by determining program objectives and structuring the program to satisfy these needs.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, and maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs

of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and

investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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